

APPROVED
Centerville Township Planning Commission
Regular Meeting
Centerville Township Hall
November 7, 2022

Call to Order: Tim Johnson, Chair, called the meeting to order at 6:30 PM.

Attendance: Present: Tim Johnson, Jamie Damm, Joe Mosher, Lindy Kellogg. Absent: Dan Hubbell. Staff Present: Recording Secretary Dana Boomer, Township Supervisor Jim Schwantes

Public Comment: None

Agenda: The PC reviewed the agenda. **Motion to approve agenda as presented by Damm, second by Mosher. All in favor, motion carried.**

Conflict of Interest: None

Revise/Approve Minutes:

The PC reviewed the draft minutes of the October 3, 2022 regular meeting. A written request was made today by Northgate Leelanau Pines LLC for several amendments to the October minutes. Legal counsel stated that the PC does not have to accept or specifically deny any of the requested changes. The full request will be kept on file. The PC discussed; they feel that the minutes as presented give a thorough representation of the meeting while being a concise summarization. **Motion to approve the October 3, 2022 regular meeting minutes as presented by Damm, second by Kellogg. All in favor, motion carried.**

Report from Township Board Representative: Schwantes stated that the Township Board has passed the winery amendment to the Zoning Ordinance. In addition, the board has discussed items related to the Zoning Administrator/Planning Consultant, as will be discussed later. Deb Kuhn was appointed as an alternate to the ZBA, and will be replacing Leah Mosher on the ZBA.

Report from ZBA Representative: Damm reported that there has been an ZBA appeal application submitted by Northgate Leelanau Pines. A public hearing has been set for December 7 and a follow-up meeting for December 20, both at 6 pm at the township hall. An organizational meeting for the ZBA was held, with officers appointed – Dave Borton is the chair and Jeff Smith is the vice-chair. Updated bylaws were approved. The meeting was organizational only and there was no discussion of the Northgate appeal.

Report from Zoning Administrator: Cypher had previously distributed his reports for October 2022. The PC briefly discussed.

Zoning/Planning Issues:

Planning Consultant – Schwantes reported that Cypher is stepping down from the planning portion of his position with Centerville Township, and will be transitioning to just administrative work such as permits, splits, and enforcement. Schwantes has been working to fill the planning position for the PC and ZBA. Chris Bzdok will be taking over the planning portion of the ZBA work for the Northgate Leelanau Pines appeal. The next step is to hire a planner who would work on PC and ZBA business such as site plans, special use permit reviews, and ZBA appeals. The candidate committee is Jim Schwantes, Chris Bzdok, and Tim Johnson.

Schwantes and Johnson feel that a professional planner working on a part-time/as needed basis would be best for the Planning Commission. Chris Grobbel, Tamara Buswinka, and Sara Kopriva are the three final candidates that have been decided upon by the candidate committee. The PC discussed the process for deciding upon a final candidate. Damm would prefer to hire a person, versus a firm. The PC discussed this, and would like to see an individual hired, versus a firm, even if the individual is contracted as an LLC or other business. The PC continued the discussion of the hiring process. The PC had consensus to have Schwantes, Bzdok and Johnson continue to pursue discussions with the three candidates, with potentially a final candidate determined by the next PC meeting. Johnson will send the resumes and other information from the three candidates to the PC.

Update of PC Bylaws – The last time the PC bylaws were updated was in 2020. The PC extensively discussed the bylaws and conducted a page-by-page review. Changes made were:

- Page 6, “6.2.2.4. Draft and forward to the zoning administrator written reviews and recommendations, if appropriate, for requests and development proposals to be considered by the Planning Commission.” changed to “6.2.2.4. *Prepare and forward to the Planning Commission written reviews and staff recommendations, if appropriate, for requests and development proposals.*”
- Page 8, “6.7 AGENDA (cont’d) The order of business for meetings shall be as follows” changed to “6.7 AGENDA (cont’d) The order of business for meetings *may* be as follows”
- Page 9, 7.1 “his/her continued membership will be evaluated at the next commission meeting. The Commission shall report failure of compliance with this section to the Township Board for their consideration.” changed to “his/her continued membership *may be evaluated at the next commission meeting for report to the Township Board.*” *The final sentence will be struck.*

Damm moved to approve the PC bylaws as modified by the above changes. Kellogg seconded. All in favor, motion carried.

Update of Zoning Ordinance – The PC discussed updates to the Zoning Ordinance. There are a number of potential amendments to the Ordinance, regarding issues that have come up over the last couple of years. Mosher thinks that this is a key item for a potential planning consultant. One of the key items is the 90 day timeline for Site Plan Review Applications, and removing that from the ordinance. The PC had consensus for, concurrently with the process of hiring a planning consultant, PC members reading through the ordinance and putting together lists of their individual concerns for discussion at future PC meetings. There are also a number of typos

and grammatical issues that could be fixed during future updates. Damm brought up two of these:

1. Page 18 – Yard – C. Rear Yard – should be labeled ‘Side Yard’
2. Page 69 – A. Uses Permitted by Right – 3. Building Lot Area – should refer to Section 4.4 (Schedule of Regulations) it currently refers to Section 4.5, which does not exist

Set Date of Next PC Meeting: The date of the next meeting is currently set for December 5. Damm will not be available, and Hubbell may not be. The other three PC members are currently available, but the meeting may need to be cancelled or rescheduled if anyone else becomes unavailable.

Public Comment – Bill Rastetter – He thanked the PC for their service over the last several months. He thinks it was a dis-service for documents to be submitted by applicants so soon before meetings, not allowing time for adequate review. This may be a sleepy township, but there will be applicants trying to take advantage of the township.

Next Meeting Date: The next regular meeting is scheduled for December 5, 2022.

Adjournment: Johnson moved to adjourn the meeting at 8:16 PM, Damm seconded. All in favor, motion carried.

Respectfully Submitted,

Dana Boomer
Recording Secretary